

Job Description for Harris County WCID No. 36

Date: 07/31/2024

Title: Office Clerk-I one

Education: High School Diploma or GED

Required Skills:

- Must be able to speak, read and write English
- Must be bilingual (English and Spanish)
- Moderate knowledge of Microsoft Office and Windows
- Great customer service skills

Work Hours: Full time Monday – Friday 8:00 am to 5:00 pm

Pay Rate: \$15.00 – \$18.00 per hour based on experience

Contact: Kelly Services at 281-448-0069 or www.mykelly.com

Must have previous experience in an office setting and customer service. Must be able to multi task and keep a **positive attitude toward customers and fellow co-workers**. Must be able to perform the following duties using required knowledge of Microsoft Office, Windows or other computer systems or procedures: writes, types, or enters information into computer, to prepare correspondence, bills, statements, receipts, or other documents, copying information from one record to another. Proofreads records or forms, sorts and files records. Receives money from customers and prepares deposit to be sent to bank. Receives checks, money orders and credit card transactions. Operates office machines, such as typewriter, computer, terminal, and adding machines. Issues statement to customer, addresses envelopes or packages by hand or typewriter. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands, stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents, using photocopier. Talks with customer by phone or in person and receives orders for installation, new service, or discontinuance, or changes in service. Verifies that contract for water is completed and determines charges for service requested. Must be able to lift at least forty pounds, and have a good driving record.